

Minutes

Steering Committee Meeting

December 12, 2003

9:30 – 11:00

33 Hazen Drive, Safety IT Conference Room

Meeting called by:

Peter Croteau

Type of meeting:

Scheduled Periodic Meeting

Facilitator:

Dennis Roffman

Note taker:

Brian Smith

Agenda Topics

I. Revised Project Plan	Dennis Roffman
<ul style="list-style-type: none"> Brief discussion about the handout of proposed changes to the project plan. The Boat, Legislative Plates, and Special Registration application has been delayed and will be completed by OIT staff. Delays with Hardware Acquisition cause a schedule change. All aspects of the schedule are on a compressed timeline due to this delay. 	
II. Citizens Registration Renewal and Dealer Online	Peter Corteau
<ul style="list-style-type: none"> The dealer online application has been indefinitely postponed. The user requirements have been completed. The Citizens renewal initiative is moving forward and four options are being currently being considered. BearingPoint , The City of Concord , Interware and NEI. 	
III. User Acceptance Test Plan	Glenn Ott
<ul style="list-style-type: none"> There will be a three to four week period of users testing the system. The testers will need their time and workload planned to accommodate the test schedule. Roles and responsibilities have been defined for the user acceptance-testing (UAT) phase. People need to be assigned to the designated roles. The process for XML Interface Application testing during UAT needs to be clearly defined. A request was made for more Municipal Agents to be added to the pool of testers. 	
IV. Vendor/City XML Interface	Jim Bronson
<ul style="list-style-type: none"> The vendors and cities had a meeting independent of the State. The result of the meeting is a list of questions and issues they have in regards to developing the XML interface to MAAP. These questions are being reviewed by the OIT and DMV. 	
V. Training Plan	Jim Bronson
<ul style="list-style-type: none"> Jim Bronson is responsible for coordinating the training effort for MAAP. Some of the vendors and city software developer will receive training designed to provide business and technical detail on the MAAP interface. The vendors and city software developers have requested to attend the browser training to get a feel for the application process flows within MAAP. 	
VI. Rollout Plan	Dennis Roffman
<ul style="list-style-type: none"> The rollout plan has been completed and will be reviewed by Director Beecher. 	
VII. Implementation Plan	Chuck DeGrace

- Current work in progress tasks include:
 - Identify telecommunications types and requirements.
 - Investigate removal of present dumb terminals.
 - Review agreements between the State and Municipal Agents.
 - Determine the Helpdesk staffing requirements
 - A survey has been sent to XML interface developers to determine what they need from the state to be successful integrating with MAAP

VIII. Issues

Dennis Roffman
/Chuck DeGrace

- Grant money is not yet available to purchase hardware for MAAP
- The Primedia VIN Package agreement has been approved and purchasing is in progress. 2003 data has been loaded to the development server. The VIN Package data is available to all MAAP users without additional contracts. The contract provisions will be summarized to cities and vendors.

Next Meeting: January 20, 2004 at 33 Hazen Drive, 1:30